

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to wholeheartedly recommend [Candidate's Name] for [specific opportunity, position, or program] at [Organization/Institution Name]. I have had the pleasure of working with [Candidate's Name] for [duration] in my capacity as [Your Position] at [Your Organization].

During this time, [Candidate's Name] has consistently demonstrated exemplary skills in [mention specific skills or traits relevant to the opportunity]. [He/She/They] have taken on significant responsibilities, including [specific examples of projects or tasks], showcasing [his/her/their] ability to [explain what the candidate accomplished].

[Provide an example that illustrates the candidate's skills, accomplishments, or character. This could be a specific project they excelled in, their role within a team, or a challenge they overcame.]

Aside from [his/her/their] technical skills, [Candidate's Name] possesses an outstanding level of professionalism and dedication. [He/She/They] are not only a strong contributor but also an inspiring team member who uplifts those around [him/her/them].

I firmly believe that [Candidate's Name] will excel in [the specific opportunity] and be an asset to [Organization/Institution Name]. I strongly recommend [him/her/them] without reservation.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]  
[Your Title]